

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 29

September 7, 2001

SUBJECT: DEATH NOTIFICATIONS - REVISED

PURPOSE: For many years, the Department has required officers to make in-person death notifications to the next of kin of a deceased person. The possibility of information regarding the death of a person reaching relatives prior to officers making a personal notification has increased with the advancement of media technology. Often times, an alternative method of notification (e.g., telephonically) may be practical when a quick notification is needed. This Order revises procedure for notifying next of kin of a deceased person while conducting a death investigation.

PROCEDURE:

I. NOTIFICATION TO NEXT OF KIN OF A DECEASED PERSON. Whenever **practicable**, notification to the next of kin of a deceased person shall be made in-person by the investigating officers. If the next of kin lives in another Area, a police unit of that Area shall be requested to make a personal notification. If the next of kin lives outside the City, the Coroner shall be requested to make the notification.

Generally, an in-person notification is the preferred method of informing the next of kin of a death. However, circumstances may indicate a need for an alternative method of making such a notification (e.g., telephonically). Officers should use their best judgement in making a determination as to the method of notification to the next of kin of a deceased person.

AMENDMENTS: This Order amends Section 4/238.43 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Detective Services Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

BERNARD C. PARKS
Chief of Police

DISTRIBUTION "A"